

Cranbury Public Library Board of Trustees
Meeting Minutes
Annual Board of Trustees Retreat
February 29, 2020, 9:00am
Fish Library, St. David's Episcopal Church, Cranbury, NJ

1. CALL TO ORDER AND ANNOUNCEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETINGS ACT Pursuant to 9:13am

2. INTRODUCTION OF BOARD OF TRUSTEES –

Kirstie S. Venanzi, President - present

Andre Mento, Vice-President - present

Patty Thomsson, Secretary – present

Dave Fletcher, Treasurer - absent

Matt Scott, Mayor-absent

Amy Dixon, Chief School Administrator's Representative -absent

Also present:

Marilynn Mullen, Director - present

Ira Negin - present

David Carroll - present

Fred Dennehy - present

3. WELCOME – Kirstie Venanzi

4. NEW BUSINESS

A. Resolution 2020-2: Apply for Funds

Presentation of Resolution by MMullen and explanation, including submission of four financial and other worksheets (see attached)

Motion to propose Funding Resolution 2020-2: DCarroll, Second FDennehy

Roll Call: INegin – yea, AMento – yea, DCarroll – yea, FDennehy – yea, KVenanzi – yea, PThomsson – yea. Summary – six votes, all yea, motion is approved. KVenanzi and PThomsson sign Resolution 2020-2 as required.

B. Certification Statements

MMullen reads aloud "Certification Statements" (see attached Exhibit C) for Bond Act application.

Motion to approve "Certification Statements" INegin, Second AMento. Roll Call: INegin – yea, AMento – yea, DCarroll – yea, FDennehy – yea, KVenanzi – yea, PThomsson – yea. Summary – six votes, all yea, motion is approved. KVenanzi and PThomsson sign "Certification Statements" as required.

C. Other new business

Motion to recognize outstanding efforts by Library Director MMullen - Kvenanzi, Second AMento, Motion passed unanimously with six yea votes.

MFerrante document in support of community involvement in capital campaign will not be submitted with application but rather will be posted on Foundation and Library websites and kept on hand in Library for resident review and for future new library presentations.

KNenanzi noted that Township Committee could benefit from presentation on NJ Library Law. Both KVenanzi and MMullen will request time at an April Township meeting to present their "CPL Annual Report to the Cranbury Township".

5. WORK SESSION AGENDA

Review of 2019 Goals and set 2020 Goals

- MMullen summarized 2019 as a strong year in terms of library usage and performance of staff, in particular Jay and Laura. In 2020 MMullen will focus more attention on staff deployment and development for the new building and envision a 5-year plan for both staff and building. (See also MMullen complete 2019 progress report and 2020 service priorities.)
- KVenanzi reviewed Board 2019 performance as fully satisfactory in terms of meeting 2019 goals and meeting Trustee responsibilities. 2020 goals amended to include formal PR Campaign with CMA Consultants (to commence in April).

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- Discussion of renewal of “Friends of the Cranbury Library” organization and future endeavors on behalf of the CPL. Suggestion that Foundation evolve as an endowment arm and Friends as an ongoing monthly/periodic event organizer and fundraiser for Library.
- Strategic Plans Review – Kvenanzi passed on any discussion as these plans are regularly reviewed at monthly board meetings
- Application Update - MMullen presented “Checklist” (see attached) for bond application and confirmed status of all items. MMullen confirmed that plans still in place for all bond application documents to be converted to PDF by Thursday, 3/6 and ready for upload on 3/9. A hard copy of the entire package will be sent at same time to the Cranbury Township Clerk as backup verification that application has been submitted.

6. ADJOURNMENT –Meeting adjourned 11:15am